

**HEADQUARTERS
UNITED STATES FORCES, KOREA
UNIT #15237
APO AP 96205-0010**

**USFK Regulation
No. 58-8**

15 June 1992

**(Effective 29 June 1992)
Motor Transportation
ADMINISTRATIVE USE MILITARY VEHICLES**

SUPPLEMENTATION. Issue of further supplements to this regulation by subordinate commands is prohibited unless prior approval is obtained from HQ USFK, ATTN: FKJ4-T-O, Unit #15237, APO AP 96206-0010.

1. PURPOSE. This regulation establishes United States Forces, Korea (USFK) policy for the administrative use of military vehicles. The intent of this regulation is to limit the opportunity for vehicle misuse.

2. APPLICABILITY. This regulation applies to all military units and Department of Defense (DOD) activities with military vehicles in the Republic of Korea.

3. REFERENCES.

a. Required publications.

(1) AR 58-1 (Management, Acquisition, and Use of Administrative Use Motor Vehicles). Cited in subparagraph 6g.

(2) DOD 4500.36-R (Management, Acquisition, and Use of Motor Vehicles). Cited in subparagraphs 6a and 6g.

(3) EUSA Reg 58-1 (Administrative Use of Army Nontactical Vehicles). Cited in subparagraph 4b.

b. Related publications.

(1) AFM 77-310, Volume 1 (Acquisition, Management, and Use of Motor Vehicles).

(2) AFR 35-10 (Dress and Appearance).

(3) AR 670-1 (Wear and Appearance of Army Uniforms and Insignia).

(4) DA Pam 738-750 (Functional Users Manual for The Army Maintenance Management System (TAMMS)).

***This regulation supersedes EUSA Reg 58-8, 1 April 1991.**

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(5) DLAM 4505.1 (Administrative, Control, and Reporting of PLA Operating Equipment).

(6) NAVFAC Reg P-300 (Management of Transportation Equipment).

4. EXPLANATION OF ABBREVIATIONS AND TERMS.

a. Abbreviations

- | | |
|----------|-----------------------------|
| (1) DOD | Department of Defense |
| (2) IAW | in accordance with |
| (3) USFK | United States Forces, Korea |

b. Term.

Military vehicle. Defined as any vehicle loaned, leased, owned, or controlled by the United States Government to support DOD activities in USFK. For purposes of this regulation, a military vehicle will not include Army nontactical vehicles or Navy civil engineering support equipment. EUSA Reg 58-1 governs Army nontactical vehicle administrative use.

5. RESPONSIBILITIES.

a. Assistant Chief of Staff, J4, USFK, will--

- (1) Establish general guidelines for administrative use of military vehicles.
- (2) Assess unit policies and procedures concerning administrative use of military vehicles during command logistics reviews.

b. USFK service component headquarters will--

- (1) Implement general guidelines established by this regulation.
- (2) Assess unit policies and procedures concerning administrative use of military vehicles during command logistics reviews, inspections and staff assistant visits.

c. Commanders of major subordinate commands, assigned units, and other United States activities with military vehicles will--

- (1) Establish policy on the use of military vehicles for administrative purposes implementing the general guidelines established by this regulation. This policy will--
 - (a) Address administrative missions and unit activities where use of military vehicles is permitted.

(b) Provide guidance to subordinate units concerning dispatch, authorized missions, operating radius, and proper uniform when using military vehicles per existing DOD policy and regulations.

(2) Review the use of military vehicles using command inspection programs.

(3) Provide a copy of written policy to Commander, USFK, ATTN: FKJ4-T-O, Unit #15237, APO AP 96205-0010.

d. Commander, 19th Support Command, will ensure consistent policies and procedures are in effect at subordinate Army installations throughout the Republic of Korea.

e. Installation/air base commanders will--

(1) Establish installation policy and procedures implementing the guidelines of this regulation to regulate military vehicles on the installation.

(2) Develop procedures to enforce restrictions on the use of military vehicles for administrative purposes on the installation.

(3) Publicize installation policy and mark restricted parking areas so as to ensure knowledge and compliance by all operators regardless of service.

(4) Determine requirements for reporting violations and the frequency of reports, if required.

f. Subordinate unit commanders will establish standing operating procedures consistent with command and installation guidelines to include--

(1) DOD policy.

(2) Dispatch procedures.

(3) Uniform requirements.

(4) Authorized parking areas.

(5) Enforcement.

6. GENERAL GUIDELINES.

a. Military vehicles will be dispatched and operated for official use only. Official use of vehicles is characterized as essential for the successful completion of a DOD/unit function, action, or operation and consistent with the purpose for which the vehicle was acquired in accordance with (IAW) DOD 4500 .36-R, subparagraphs 2-5a(1) and 2-5a(2).

b. Commanders will ensure that only vehicles necessary for mission accomplishment are dispatched. Commanders will periodically check vehicle usage against reason *for* dispatch to ensure proper utilization of vehicles. Dispatch procedures IAW service regulations will be used. Drivers of vehicles dispatched for administrative missions requiring access to prohibited parking

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areas or a uniform exception must possess a memorandum or annotation on the D Form 1970 (Motor Equipment Utilization Record) signed by the commander or designated representative briefly stating the destination(s), purpose, uniform, time, and date of the mission.

c. Tenant unit/activity commanders or designated representatives who authorize exceptions to the normally prohibited uses of military vehicles are required to sign and annotate, on DD Form 1970 or on a separate memorandum, the destination, purpose, uniform, time, and date of the mission.

d. In general, the practice of using military vehicles for administrative missions should be discouraged as not being cost effective. However, the commander must use all resources available to accomplish missions in the field and in garrison. When the commander determines that an administrative mission requires military vehicle support, action will be taken to ensure the number and size of the vehicles used are commensurate with the mission.

e. Personnel engaged in unauthorized use of government vehicles may be subject to prosecution under the Uniform Code of Military Justice or to administrative sanctions.

f. Military vehicles are prohibited from the parking areas of family housing and quarters; banking; Army and Air Force Exchange Service; commissary; messing; and morale, welfare, and recreation facilities unless properly authorized by the unit/activity commander. Command procedures will validate authorized use of military vehicles in prohibited parking areas (see subpara 7b). Provisions must be included for units to purchase items for sanctioned unit functions and transporting those items in government vehicles. The intent is to ensure commanders retain sufficient flexibility while establishing controls to prevent misuse.

g. Movement of persons in military vehicles is prohibited over all or any part of the route between home and place of duty by DOD 4500.36-R, subparagraph 2-5b. Exceptions are as provided in DOD 4500.36-R, subparagraph 2-5j, and chapters 4 and 5. This does not preclude movement of enlisted persons between troop billets and work areas by scheduled activity bus service IAW AR 58-1, subparagraph 5-3a(1).

h. Use of military vehicles for the conduct of personal business by service members, civilian employees, members of their families, or official visitors is prohibited.

i. Uniform for drivers and passengers should be normally consistent with the mission as authorized by the commander. This will be a duty uniform IAW service regulations or civilian attire authorized by the commander and specifically stated on the dispatch.

j. Authorized drivers for military vehicles are unit personnel, duly licensed DOD employees, temporary duty personnel, invited contractors, Korean Augmentation to the United States Army personnel, Korean National civilian personnel, Korean Service Corps personnel, and Neutral Nations personnel. Authorized passengers for vehicles are DOD personnel, military or civilian. Non-DOD civilians (foreign military sales contractors, inspectors, or visiting dignitaries) may be transported when mission essential as determined by the commander and annotated on DD Form 1970.

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7. VIOLATION ENFORCEMENT AND REPORTING.

a. Commanders will use the established chains of command to enforce the provisions of this regulation and command policies and procedures.

b. Military law enforcement personnel will enforce prohibitions against the unauthorized use of military vehicles using DD Form 1408 (Armed Forces Traffic Ticket). Once a suspected violation is observed, law enforcement personnel will stop the vehicle to determine if the operator is in violation of one or more of the provisions of this regulation. Law enforcement personnel will ascertain if a violation has occurred by examining the memorandum authorizing administrative use of the vehicle or the DD Form 1970. The driver must have authorization signed by the commander or designated representative to use the vehicle on an administrative mission in the parking areas of family housing and quarters; banking; Army and Air Force Exchange Service; commissary; messing; and morale, welfare, and recreation facilities or in a uniform other than a uniform prescribed in service regulations. Operators who cannot produce an authorization document will be cited on DD Form 1408.

8. REVIEW AND ASSESSMENT OF ADMINISTRATIVE USE. Subordinate commanders will review administrative use by vehicle type semiannually. Violations cited on DD Form 1408 should be reviewed concurrently. Through this review, commanders have the opportunity to assess the impact on equipment readiness of using military vehicles for administrative missions and to authorize the use of nontactical vehicles as a preferred alternative when available.

The proponent of this regulation is the Office of the Assistant Chief of Staff, J4. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Forms) to the Commander, USFK, ATTN: FKJ4-T, Unit #15237, APO AP 96205-0010.

FOR THE COMMANDER

OFFICIAL:

JAMES R TAYLOR
Major General, USA
Chief of Staff

///ORIGINAL SIGNED BY///

JAY D. ALLEN
Lieutenant Colonel, USA
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DISTRIBUTION:

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